



By NY Control #

Table of Contents

By NY Control # 1

By NY Control



Scheduling > Maintenance > Control Number > By NY Control #

Change next year control numbers:

Field	Description
NY Control # From	Select the next year control number currently assigned to the students. <i>Blank</i> - Select students with blank control numbers. <i>All</i> - Select all control numbers.

- A list of students assigned the control number is displayed. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If more students are retrieved than can be displayed on one page, you can [page through the list](#).

NY Control # To	Select the new next year control number to assign to the selected students. Select <i>Blank</i> to reset control numbers to blank.
Update	Select the check box for the students whose control number you want to change. <ul style="list-style-type: none"> Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages. Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.

Click **Save**. The next year control number is assigned to the selected students and is displayed in the **NY Cntrl#** field.



Back Cover